

PLANT & VELAZQUEZ

ATTORNEYS AT LAW  
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329 60TH STREET  
WEST NEW YORK, N. J. 07093

THOMAS E. PLANT  
HECTOR R. VELAZQUEZ  
(MEMBER OF N.J. & N.Y. BARS)

June 4, 1984

(201) 868-4500

Re: H.B.A. Board Meeting

Dear Board Member:

Please be advised that there will be a meeting of the Board of Directors on Tuesday 6:30 P.M. at my home now located at 429 Ridge Street, Newark, New Jersey. It is my intention to have a Board meeting every second Tuesday of the month until further notice. Therefore please make a note on your calendar as I expect everyone to be present unless otherwise excused.

The purpose of our first meeting is to discuss and plan the re-organization of the H.B.A. The first order of business is to correct and update our books and accounts and to prepare and develop a yearly calendar of events so that we may be better prepared to meet our desired goals and effectively implement our activities and programs.

I expect therefore that everyone provide me with a brief written memo or agenda with suggestions for activities, events, or programs which we hope to put into effect this year. I would also request that each member make suggestions as to committees to be formed to implement the suggested programs or activities.

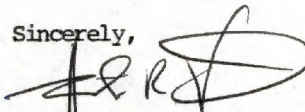
In order to achieve the above we must have total support and commitment from each board member and that means each member must attend meetings and be prepared at all times to discuss the planned Agenda. No new matters will be discussed at our meetings unless prior notice is given to me or unless voted on by the full board at the meeting.

In order to get things started properly I expect the Treasurer to submit a written status report on all our accounts and also provide list of all members who have not paid dues for 1982, 1983 and 1984. I also request that the Secretary provide me with a written report setting forth the present membership roll and the status of our records with respect to the meetings which have been held to date.

Enclosed herein please find the Agenda. If anyone wishes to add to same please contact me before the meeting.

*American Title Contribution  
for Newsletter.*

Sincerely,



Hector R. Velazquez

HRV/mc

P.S. Meeting will be held on June 12, 1984.

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A G E N D A

1. Status of Officers and other board members.
2. Secretary's report.
3. Treasurers report.
4. Calendar of Events.
  - (a) Dinner Dance Committee Report
  - (b) Newsletter
  - (c) Directory
  - (d) Activities for 1984
5. Formation of Committees.
  - (a) Appointments of Chairperson.
6. Purchase of equipment and supplies.

Estimated time for meeting: 90 minutes

Respectfully Submitted,

Hector R. Velazquez,  
President

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